



Legal Assistant

Details

Job ID : 403

Title : Legal Assistant

Job Code : 535

Salary : \$1,661.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Circuit Court

Purpose

RESPONSIBLE FOR PERFORMING LEGAL WORK AS AN ASSISTANT TO JUDGE.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 2 YEAR DEGREE MUST BE A PARALEGAL DEGREE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- EXPERIENCE IN A LEGAL FIELD WILL SUBSTITUTE FOR EDUCATION

Job Duties

- PERFORM LEGAL RESEARCH ASSISTANCE TO COURT
- RESEARCH LAW, INVESTIGATE FACTS, AND PREPARE DOCUMENTS
- RESEARCH AND ANALYZE LAW SOURCES SUCH AS STATUTES, RECORDED JUDICIAL DECISIONS, LEGAL ARTICLES, AND LEGAL CODES
- OTHER DUTIES AS ASSIGNED.